

# **MODULE 8**

## **ORGANIZING FOR INCIDENTS OR EVENTS**

# MODULE OVERVIEW

- Approach to incident and event organization
- Five steps in transition of command
- Changing the Incident Action Plan (IAP)

# MODULE OVERVIEW

- Organization of incident operations
- Incident organization staffing
- Exercises in developing incident organizations

# MODULE OBJECTIVES

- Describe the steps in transferring and assuming incident command
- List the major elements included in the Incident Briefing Form (ICS 201)

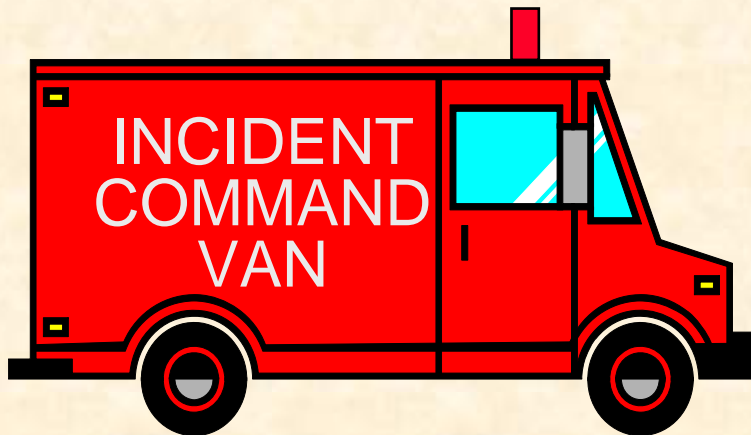


# MODULE OBJECTIVES

- **Develop sample organizations around simulated incidents and/or events**
- **Describe how incidents are best managed with early designation of key staff members and by proper delegation of authority**

# MODULE OBJECTIVES

- Describe how unified command functions on a multi-jurisdictional or multi-agency incident



# MODULE OBJECTIVES

- List minimum staffing requirements within each organizational element
- Describe reporting relationships and information flow within the incident organization

# USE OF ICS FOR SPECIAL EVENTS

- Organizing major field training exercise or simulated emergency
- A planned public event (parades, concerts)
- A prescribed fire, demonstration, major pest control effort, or a hazardous materials exercise



# EVENT PLANNING CONSIDERATIONS

- Type of incident/event?
- Location, size?
- Single or multi-agency?
- Single or multi-jurisdictional?

# EVENT PLANNING CONSIDERATIONS

- Command staff needs?
- Kind, type, # of resources?
- Air operations involved?
- Staging areas required?

# **EVENT PLANNING CONSIDERATIONS**

- **Other facilities required?**
- **Logistical support needs?**
- **Limitations & restrictions?**
- **Available communications?**

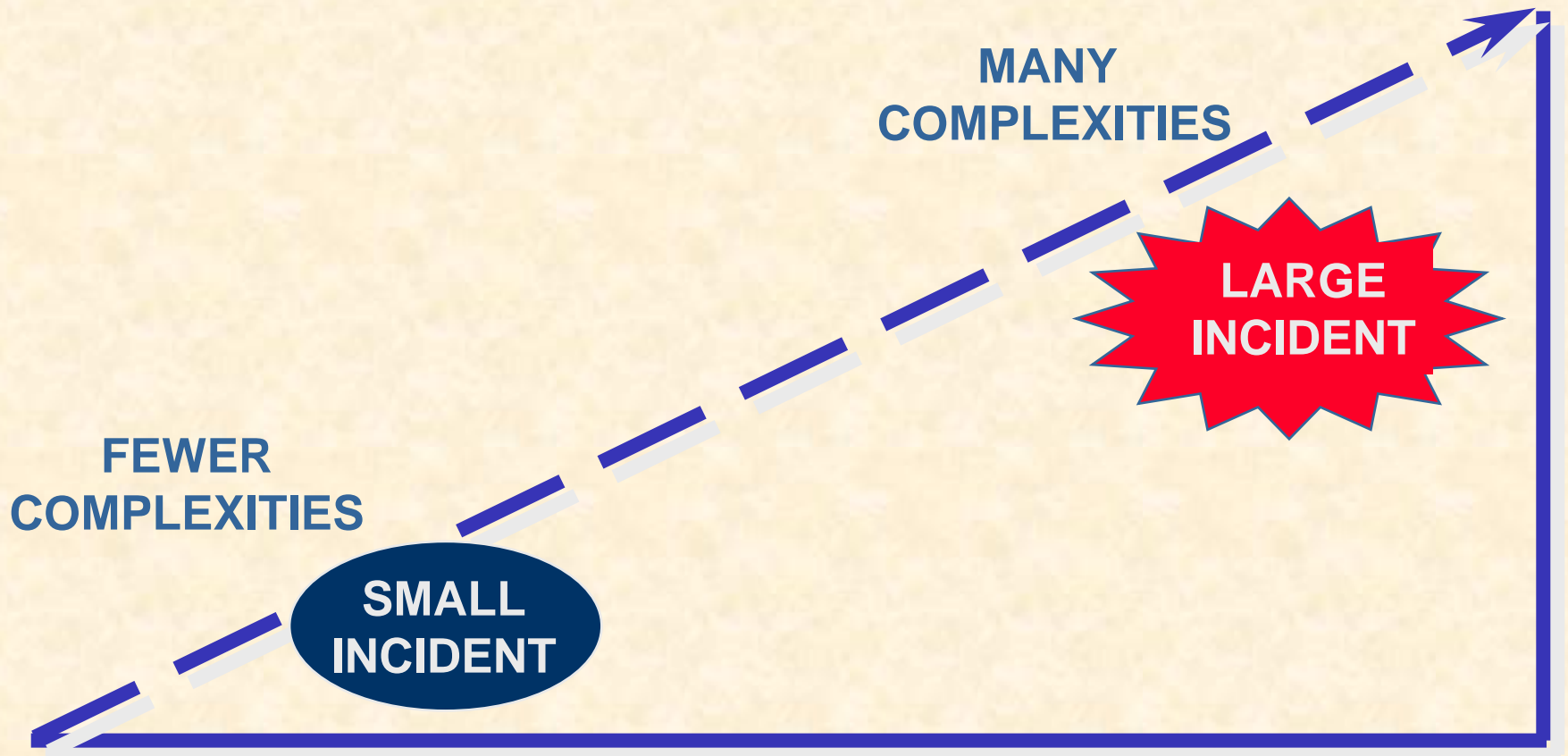
# CONSIDERATIONS FOR UNPLANNED INCIDENTS

- An incident occurs
- Time is of the essence
- The situation is unstable
- Potential to expand

# CONSIDERATIONS FOR UNPLANNED INCIDENTS

- Communications and information may be incomplete
- Staff may not be experienced in managing expanding incidents

# CONSIDERATIONS FOR ORGANIZING FOR UNPLANNED EVENTS



# INITIAL STEPS IN ORGANIZING INCIDENTS

- Size up the location
- Determine if there are lives at immediate risk
- Establish the immediate objectives

# INITIAL STEPS IN ORGANIZING INCIDENTS

- Determine if there are enough of the right kind of resources on scene and/or ordered
- Consider if span of control is at, or soon will approach practical limits



# **INITIAL STEPS IN ORGANIZING INCIDENTS**

- **Ensure that personnel safety factors are taken into account**
- **Determine if there are any environmental issues that need to be considered**

# INITIAL STEPS IN ORGANIZING INCIDENTS

- Monitor work progress
- Review and modify objectives and adjust the Incident Action Plan as necessary

# TRANSFER OF COMMAND CONSIDERATIONS

- Assess the situation
- Receive a briefing
- Determine time to transition command
- Notify all personnel
- Reassign existing IC

# TRANSFER OF COMMAND BRIEFING

- Incident history
- Priorities and objectives
- Current plan
- Resource assignments



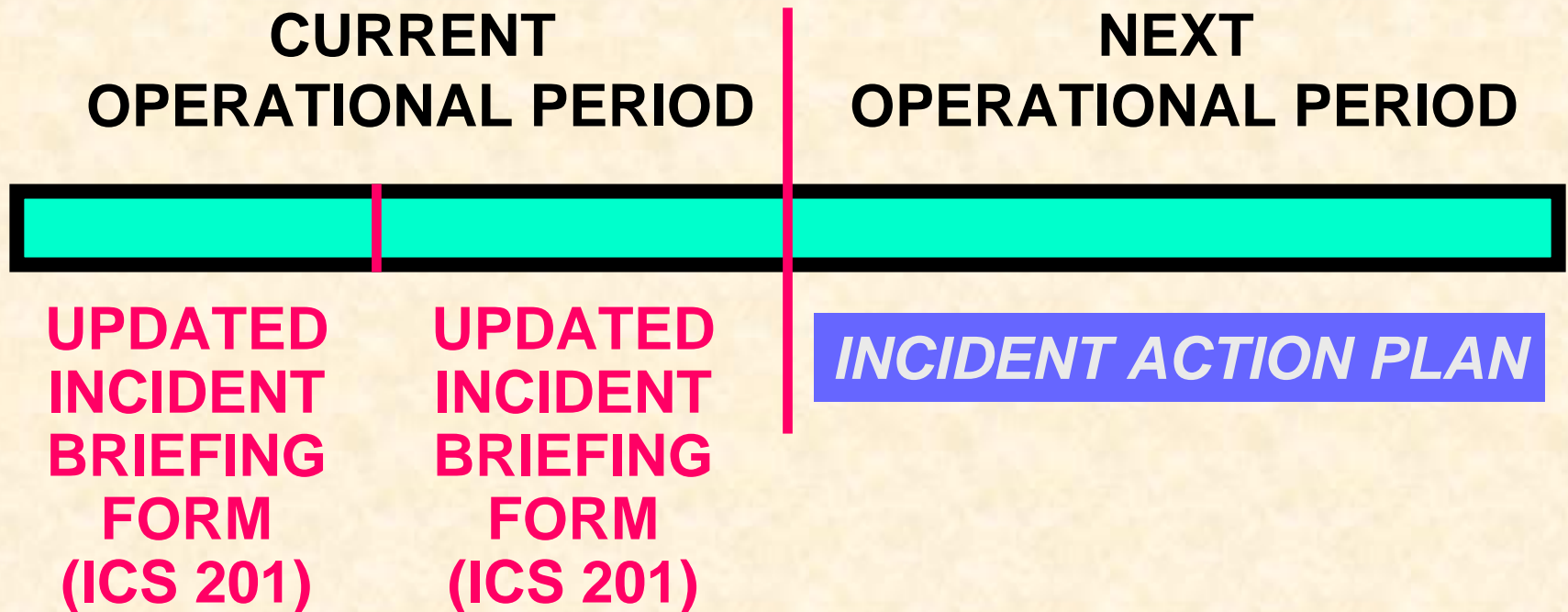
# **TRANSFER OF COMMAND BRIEFING**

- **Incident organization**
- **Resources ordered/needed**
- **Facilities established**

# **TRANSFER OF COMMAND BRIEFING**

- **Status of communications**
- **Any limitations or constraints**
- **Assessment of the incident's potential**

# USE OF THE INCIDENT BRIEFING FORM



# REASONS TO CHANGE THE INCIDENT ACTION PLAN

- Change in agency administrator goals
- Change in available resources - kinds or types
- Failure or unexpected success of tactical efforts



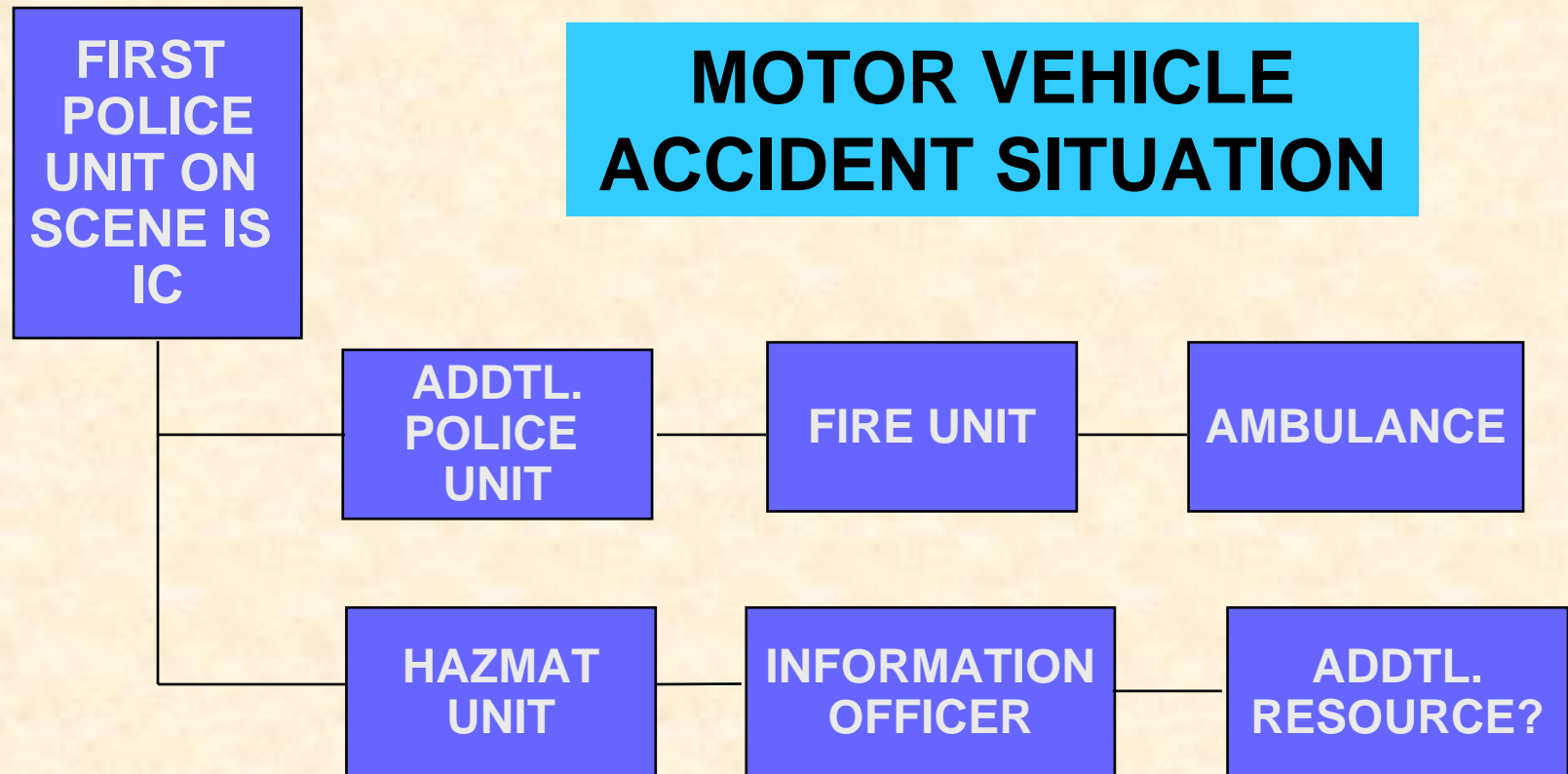
# REASONS TO CHANGE THE INCIDENT ACTION PLAN

- Improved intelligence
- Cost factors
- Political considerations
- Environmental considerations

# CHANGING AN EXISTING INCIDENT ACTION PLAN

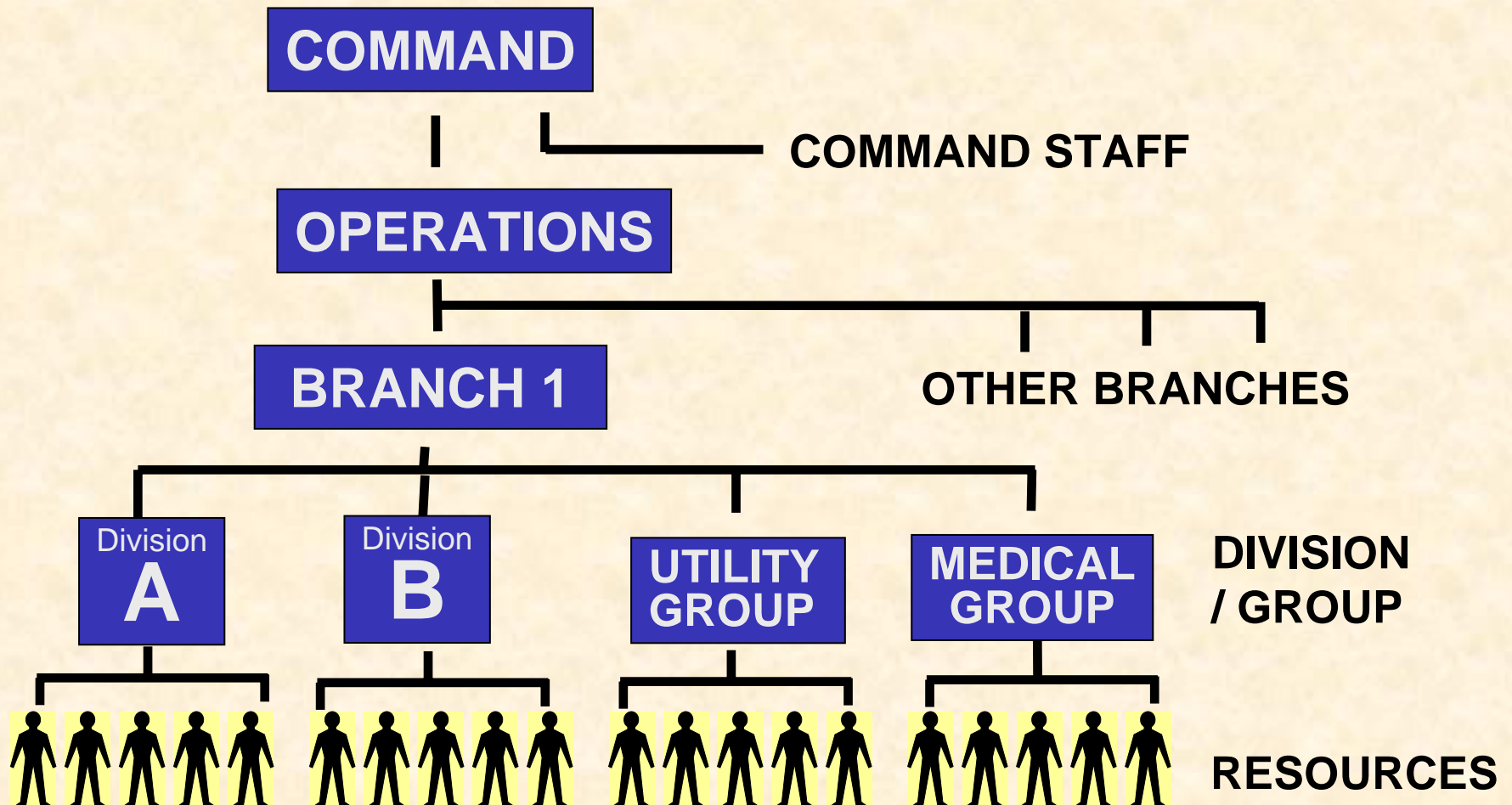
- Concerns about safety considerations
- Make changes if necessary
- Change sooner than later

# ORGANIZING INCIDENT OPERATIONS

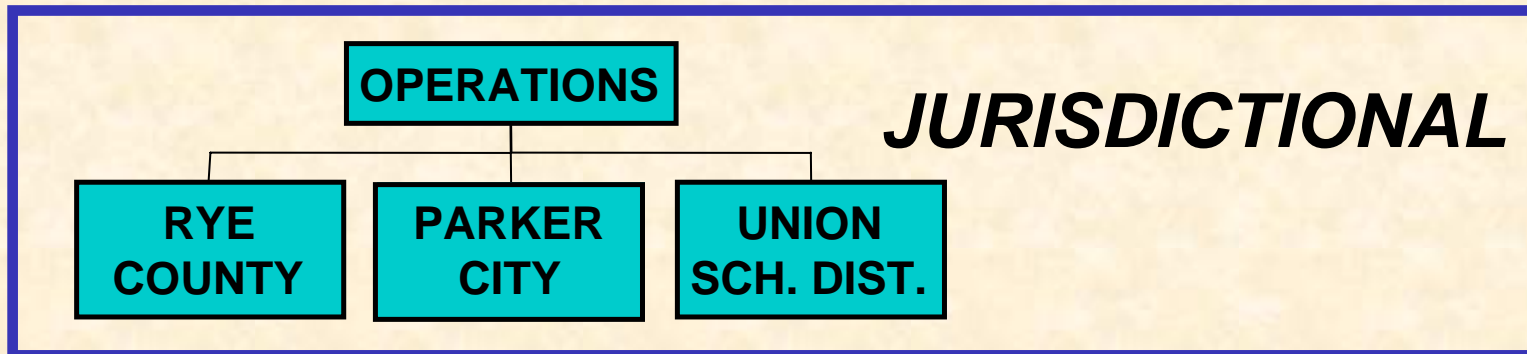
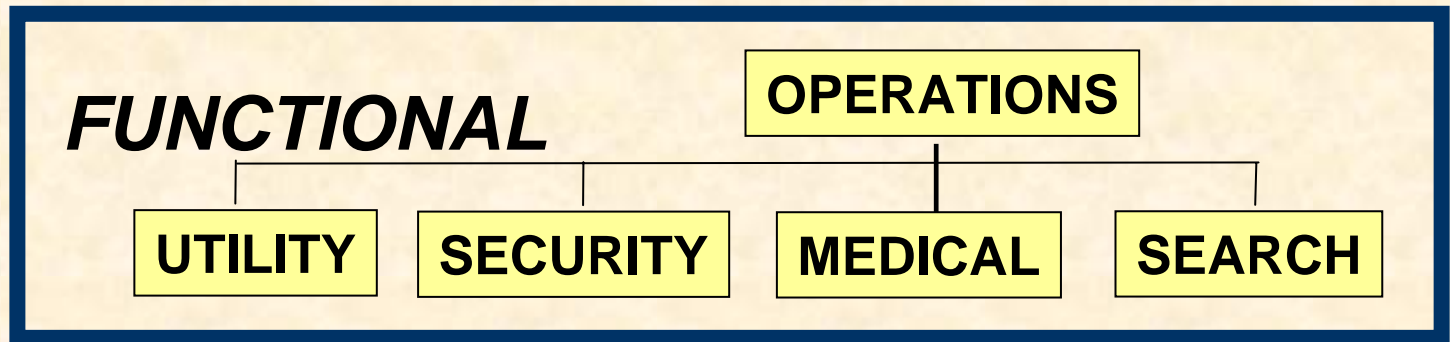
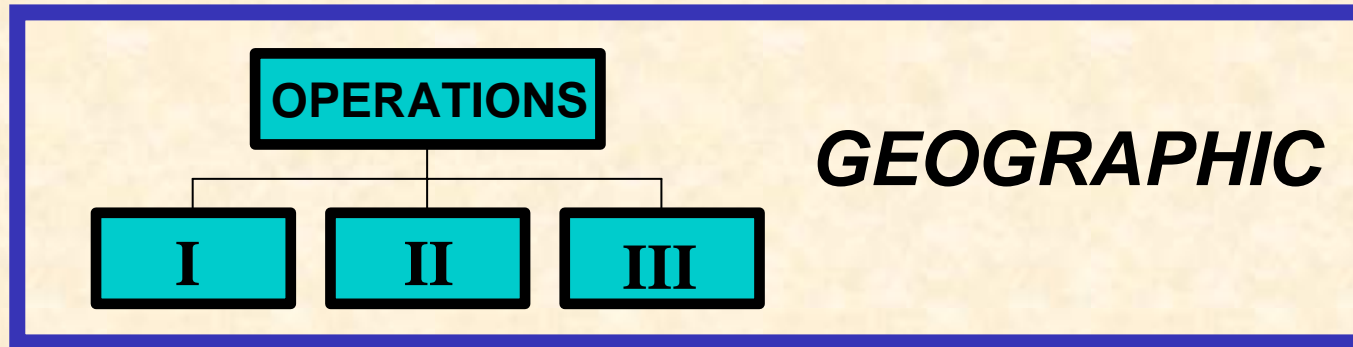


**As resources are added, organization becomes more important**

# DEVELOPING THE OPERATIONS ORGANIZATION



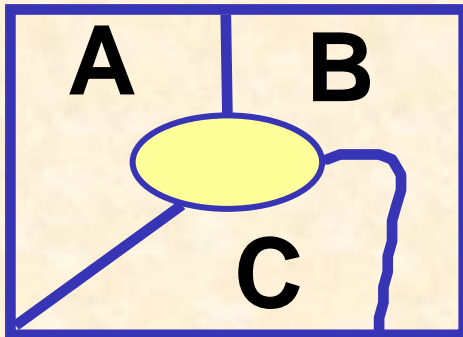
# WAYS TO USE BRANCHES ON AN INCIDENT



# DEFINITION OF UNIFIED COMMAND

- A team effort allowing all responsible agencies to jointly provide management direction through a common set of objectives and strategies established at the command level

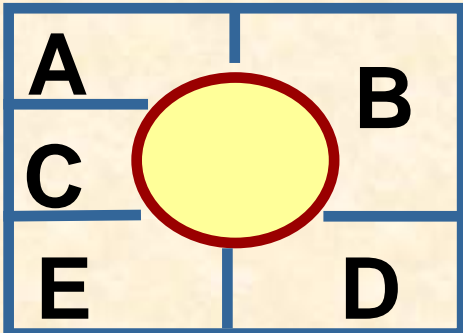
# UNIFIED COMMAND APPLICATIONS



**Incidents that affect more than one political jurisdiction**

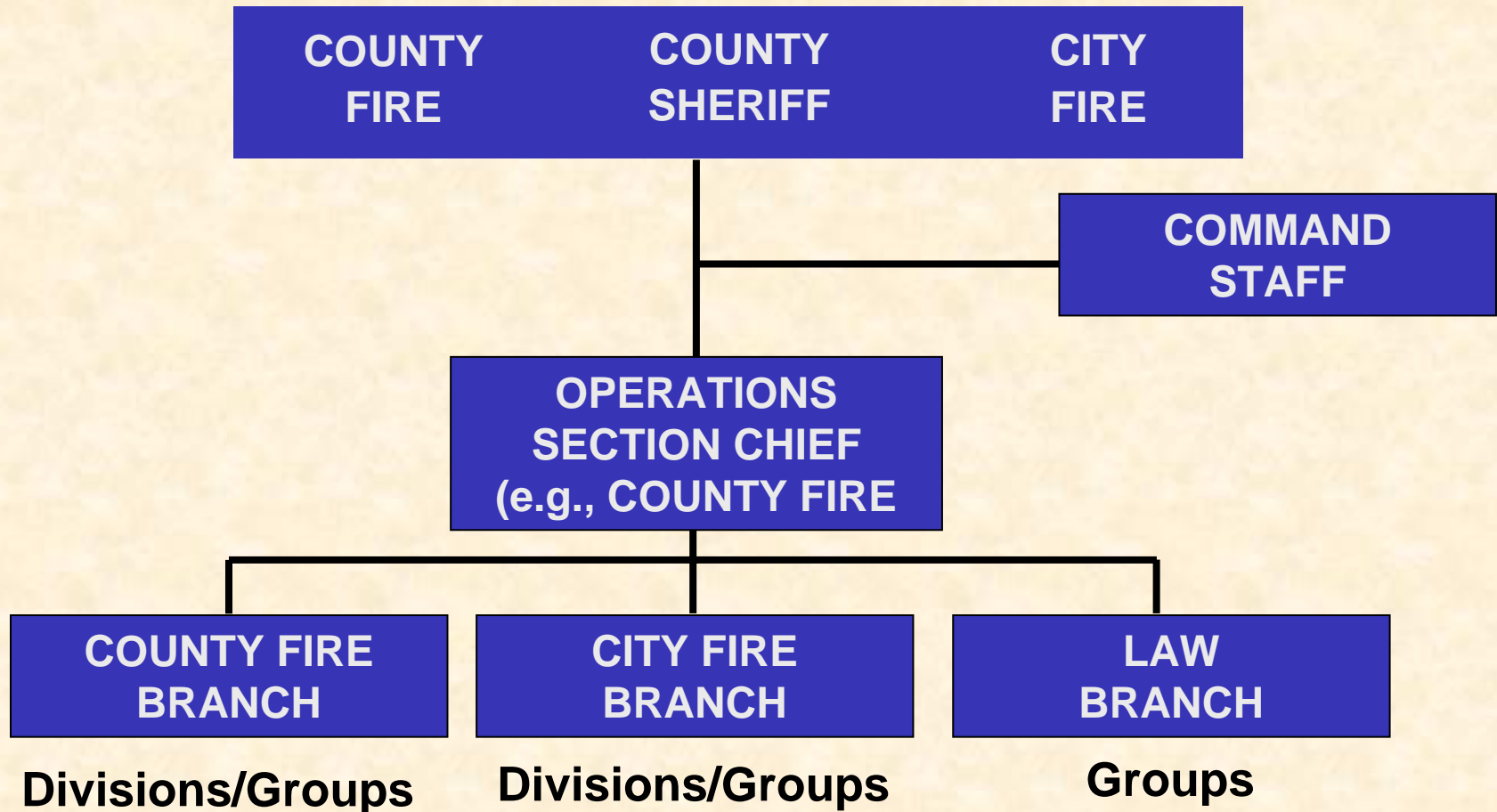


**Incidents involving multiple agencies within a jurisdiction**



**Incidents that have impact on multiple geographic & functional agencies**

# UNIFIED COMMAND





# **ADVANTAGES OF USING UNIFIED COMMAND**

- **One set of objectives is developed for the entire incident**
- **A collective approach is made to developing strategies**
- **Information flow & coordination is improved between all involved agencies and jurisdictions**

# **ADVANTAGES OF USING UNIFIED COMMAND**

- **An agency's authority or legal requirements will not be compromised or neglected**
- **Each agency is fully aware of plans, actions and constraints of all others**

# ADVANTAGES OF USING UNIFIED COMMAND

- The combined efforts of all agencies are optimized under a single Incident Action Plan
- Duplicative efforts are reduced or eliminated, reducing cost and chances for frustration and conflict

# UNDER UNIFIED COMMAND THERE IS...

- A single integrated incident organization
- One Operations Section Chief to direct tactical efforts
- Collocated (shared) facilities
- A single integrated planning process and Incident Action Plan

# **UNDER UNIFIED COMMAND THERE IS:**

- **Shared planning/intelligence, finance/administration and logistical operations wherever possible**
- **A coordinated process for resource ordering**

# **THE MIX OF PARTICIPANTS IN A UNIFIED COMMAND ORGANIZATION DEPENDS ON:**

- **The location of the incident which determines the jurisdictions involved**
- **The kind of incident, which dictates the functional agencies of the involved jurisdiction(s)**

# GUIDELINES FOR DEVELOPING THE ICS ORGANIZATION

- Deputy positions may be used for:
  - ❖ Command
  - ❖ General Staff
  - ❖ Branch level
- Command staff may have assistants
- Multi-jurisdictional incidents should establish a unified command

# GUIDELINES FOR DEVELOPING THE ICS ORGANIZATION

- **Expand organization as needed.  
For example:**

- ❖ **Planning/Intelligence Section**

- Resource Unit/Situation Unit

- ❖ **Logistics Section**

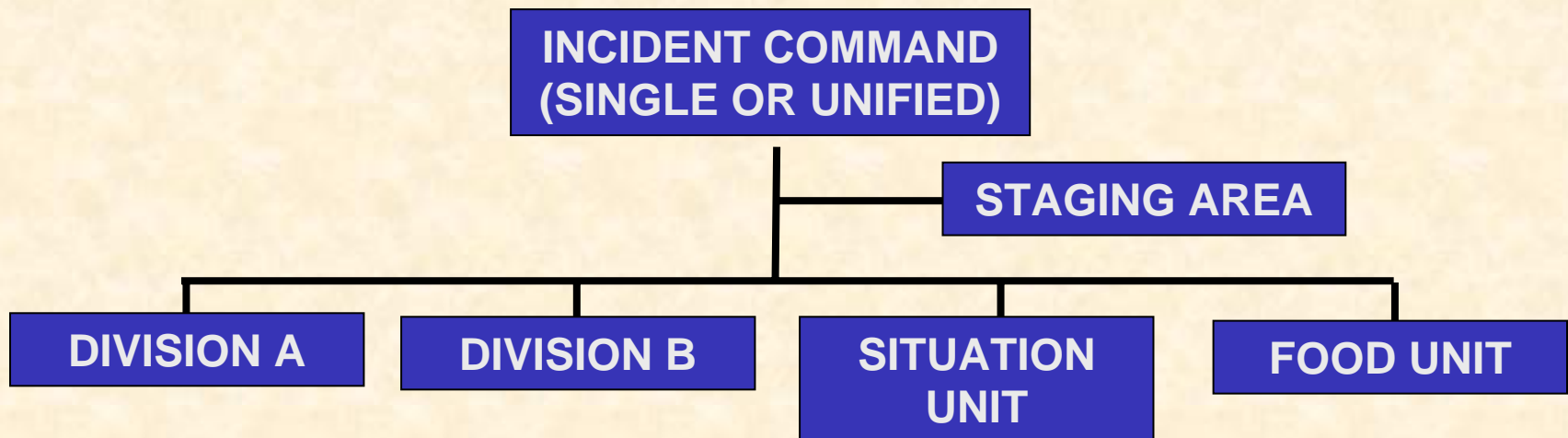
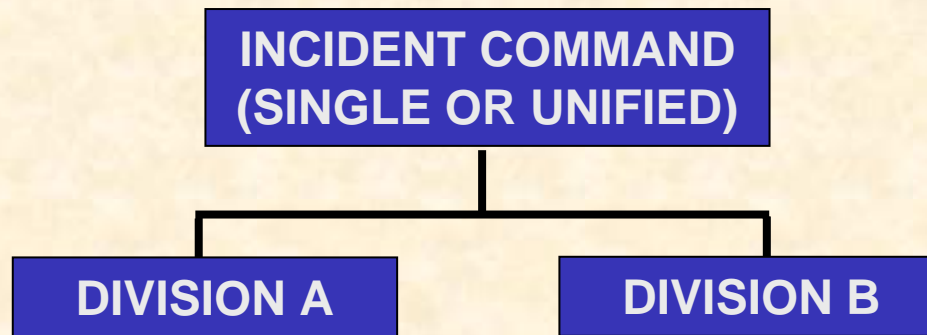
- Communications Unit/Medical Unit/  
Ground Support

- ❖ **Finance/Administration Section**

- Time Unit/Cost Unit



# DEVELOPING/STAFFING ICS ORGANIZATION



# EXAMPLE OF STAFFING REQUIRED

(WILL VARY BY INCIDENT)

ICS POSITIONS	TWO DIVISIONS OR GROUPS	FIVE DIVISIONS OR GROUPS	TWO BRANCHES
OPERATIONS SECTION CHIEF		1	1
BRANCH DIRECTOR			
DIVISION / GROUP SUPVRS	2	5	UP TO 10
PLAN / INTEL SECTION CHIEF		1	1
STATUS RECORDERS	1	1	2
FIELD OBSERVERS		2	4
LOGISTICS SECTION CHIEF			1
INCIDENT DISPATCHER			1
FOOD UNIT	4	6	10
SUPPLY UNIT		2	4
FINANCE / ADMIN SECTION			

TOTALS:

7

18

25

# REPORTING RELATIONSHIP AND INFORMATION FLOW

- Freedom within the organization to *exchange information*
- Orders, directives, requests and status changes *must follow chain of command*

# INFORMATION EXCHANGE

- Food Unit to Resource Unit - to determine feeding requirements
- Cost Unit to Planning/Intelligence Section Chief - to discuss cost of strategies
- Division A Supervisor to Situation Unit – to share environmental hazard information

# FLOW OF ORDERS / OBJECTIVES

- Division B fuel request - through Branch Director to Operations Section Chief
- Operations Section Chief changing resources status - through Branch Director to Division/Group Supervisor
- Situation Unit Leader request additional personnel - through Planning/Intelligence Section Chief